

***** Please see mailing instructions at end of form. *****

Internship Application Congresswoman Melissa Hart

Full Name: _____

Birth date: _____

Are you a resident of the Pennsylvania 4th Congressional District? _____

Home Address:

Current School Address:

Phone: _____

Phone: _____

At which address/phone should we contact you? _____

E-mail Address: _____

In which offices are you applying for your internship?

District Office _____ Washington DC Office _____ Both _____

Have you previously applied for an internship with Congresswoman Hart? When? _____

Dates available to commit to participate in the program (be as specific as possible):

How many days and hours can you commit to work? (i.e. Monday – Friday; 9:00 – 5:30)

College or University: _____

Last class year completed before your internship will begin:

Freshman _____ Sophomore _____ Junior _____ Senior _____

Anticipated graduation date: _____

Major: _____ Minor: _____

Current Cumulative GPA: _____

Are you planning to get academic credit for this internship? _____

If YES, number of credits you anticipate: _____

Name and Phone of Program Coordinator: _____

Please include a copy of course requirements/expectations.

How did you learn about this program? _____

The following questions can be answered on separate page and attached.

Briefly explain why you would like to intern for Congresswoman Hart.

After reviewing the description of internships in our office, briefly identify which aspects of the work you think you would most enjoy and a few you would find least appealing. Explain the reasons for your choices.

Please attach a resume, recent sealed official transcript, and at least one letter of recommendation. Please return the completed form and attachments to:

Internships in Washington Office

U.S. Representative Melissa Hart
1508 Longworth HOB
Washington, DC 20515
Attn: Intern Coordinator

Internships in Pennsylvania

U.S. Representative Melissa Hart
4655 Route 8, Suite 124G
Coventry Square Shopping Center
Allison Park, PA 15101
Attn: Intern Coordinator

Upon receipt of your application our office will mail an application receipt confirmation back to you. Please allow 2-3 weeks for us to receive your application. Where should we send this confirmation?

IMPORTANT APPLICATION MAILING INSTRUCTIONS

1. Please send all requested application materials, including transcript and letter of recommendation, together in a single package. Do not mail requested attachments separate from the application form.
2. You must send an entire application package to each office to which you are applying. If you are applying to both the Pennsylvania and the Washington DC office, you must send a separate and entirely completed application package to each office.